



CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

COUNCIL MEMBERS
TARA S. ALMOND
PHIL CARTER
EVA CORLEY

CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

CITY OF CAYCE Regular Council Meeting February 2, 2016

The February Regular Council Meeting was held this evening at 6:00 p.m. at the Cayce Tennis and Fitness Center. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, Director of Utilities Blake Bridwell, and Chief Charles McNair were also in attendance.

Mayor Partin asked if members of the press and the public were duly notified of the Council Meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

Mayor Partin called the meeting to order. Council Member Almond gave the invocation. Mayor Partin introduced Cayce Public Safety Officer Moira Smoak to lead the assembly in the Pledge of Allegiance. Officer Smoak started her career with the City of Cayce Department of Public Safety in 2008 in the position of Public Safety Officer. A graduate of Lexington High School, Moira Smoak enlisted in the United States Army two weeks after graduating from high school and served on both active duty and National Guard status for 12 years as a Military Police Officer. Moira Smoak was deployed in 2007 with the South Carolina National Guard to Iraq for Operation Enduring Freedom, where her unit trained Iraqi police officers and worked in joint tasks with the Iraqi Army.

Approval of Minutes

Council Member Almond made a motion to approve the January 5, 2016 Regular Council Meeting minutes and the January 20, 2016 Special Council Meeting minutes as written. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

Presentations

A. Recognition of Mr. Larry Watts re Flood Waters Rescue

Mr. Watts did not attend the meeting.

B. Recognition of Mr. Elijah Jordan for Little Free Library Eagle Scout Project

Mayor Partin invited Mr. Jordan to stand with her before the assembly. She stated that Mr. Jordan built the Little Free Library that was at the front of the room. She explained that a Little Free Library is a “take a book, return a book” free book exchange. Anyone may take a book or bring a book to share. The assembly then watched a brief video regarding how summer learning loss puts students at a disadvantage academically and widens the achievement gap.

Mayor Partin explained that she and City staff met with the City’s Pastors recently and Mr. Jordan attended the meeting as well. He offered to build a Little Free Library for a small cost for any church that was interested in having one for their parishioners and the community to enjoy. Mayor Partin stated that All Saints Episcopal, Grace Chapel, Transfiguration Lutheran and Broadacres Baptist Churches now have libraries on their church grounds due to Mr. Jordan’s efforts.

Mayor Partin stated that the Cayce West Columbia Library placed a Little Free Library in Granby Gardens Park at Cayce City Hall two years ago. She stated that now children can visit the park to play and get a book to read. Mayor Partin thanked Mr. Jordan for building the Little Free Libraries and doing such a great job.

Ordinances and Resolutions

A. Discussion and Approval of Master Bond Ordinance 2016-01 Collapsing and Terminating an Amended and Restated Indenture of Trust in Order to Provide for the Issuance and Sale of Water and Sewer System Revenue Bonds of the City of Cayce, South Carolina, and Other Matters Relating Thereto – Second Reading

Ms. Vance stated that the City currently has an indentured trust for all of its bonds. She explained that in the future the City will have a Master Bond Ordinance and will no longer have indentures. Therefore any time the City does a new bond it will be a Series.

Mr. Lawrence Flynn explained that the Master Bond will make the City’s documents up to date with all the changes that have occurred in the market. He stated that there were a few small changes made to the Ordinance since first reading at the suggestion of the City’s Auditor and Underwriter Counsel.

Council Member Almond made a motion to approve the second reading of the Master Bond Ordinance. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of Ordinance 2016-02 Providing for the Issuance and Sale of Water and Sewer System Refunding Revenue Bonds, to be Designated Series 2016, in the Principal Amount of Not Exceeding Fifteen Million Dollars (\$15,000,000), of the City of Cayce, South Carolina, and Other Matters Relating Thereto – Second Reading

Ms. Vance stated that the refinancing and refunding of the 2007(A) bonds will allow the City to reduce its annual debt service and reduce some of the pressure on its water and sewer customers. She stated there were a few small changes made to the Ordinance at the advice of the City's Auditor. Mayor Partin explained to the assembly that the City was not financing a new loan but restructuring current loans to free up cash for other projects.

Council Member Carter made a motion to approve the Ordinance on second reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- C. Consideration and Approval of Resolution Authorizing the Imposition of Financial Policies for the Waterworks and Sewer System of the City of Cayce, South Carolina; and Other Matters Relating Thereto

Ms. Vance stated that staff has created a financial policy for the City's water and sewer system at the recommendation of the City's Bond Counsel. The policy addresses revenue, capital improvement plans, debt administration and governs the way the City does business.

Council Member Almond made a motion to approve the Resolution. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- D. Discussion and Approval of Ordinance 2016-03 Amending Section 6.10-3 ("Development Standards") of the Zoning Ordinance of the City of Cayce - Second Reading

Ms. Vance stated that staff is requesting to amend Section 6.10-3 Development Standards of the Zoning Ordinance to add language that will require all signage in the Knox Abbott Drive Overlay District (OD) to conform to C-3 (Central Commercial) district standards. She explained that the Knox Abbott OD begins at the Blossom Street Bridge and ends at 12th Street. The zoning within this overlay district has been uniformly C-3 (Central Commercial) in the past, but recent re-zonings have included various zoning

districts. Staff believes it is the intention of the Zoning Ordinance to require all signage in the Knox Abbott Drive OD to be uniform and consistent. The C-3 zoning district permits signs to have a maximum height of 7 feet. The amendment will ensure that all future development on Knox Abbott Drive and in the OD will follow the same standards regardless of zoning district.

Ms. Vance stated that the Planning Commission considered the request for the text amendment at its regular meeting on December 21, 2015. The text amendment request was opened for public hearing. No one from the public was present to speak for or against the text amendment. She stated that the Planning Commission voted unanimously to recommend the requested text amendment.

Council Member Jenkins made a motion to approve the Ordinance on second reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- E. Discussion and Approval of Ordinance 2016-04 Annexing Property Located at the Corner of Ninth Street and F Avenue (TMS# 004675-01-004 (P)) and Properties Located at Still Hopes Drive (TMS# 004675-01-007 and TMS# 04675-01-005 (P)) into the City Limits Under the Provisions of South Carolina Code Section 5-3-150(3) – Second Reading

Ms. Vance stated that the owner of the property located at the corner of Ninth Street and F Avenue (TMS# 004675-01-004(P)) and properties located at Still Hopes Drive (TMS# 004675-01-007 and TMS# 04675-01-005(P)) has requested to be annexed into the City. The properties are undeveloped and currently in Lexington County. The applicant wishes to annex so that each parcel, in its entirety, will be under the jurisdiction of the City. The requested C-3 zoning designation is in compliance with surrounding parcels.

Ms. Vance stated that the Planning Commission considered the request for annexation in conjunction with a C-3 zoning designation at its regular meeting on December 21, 2015. The annexation request was opened for public hearing. A few from the public were present to speak for and against the map amendment. Comments against the development of the land mostly centered on the issue of the trees that will be removed in conjunction with any new development. The Planning Commission voted unanimously to recommend the request for annexation in conjunction with a C-3 zoning designation.

Council Member Almond made a motion to approve the Ordinance on second reading. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

F. Consideration and Approval of Resolution Approving Multijurisdictional Law Enforcement Gang Investigation Agreement

Ms. Vance explained that Council approved the agreement at the January 20, 2016 Council Meeting but another municipality involved asked for minor changes to the agreement so Council consideration and approval is needed.

Council Member Corley made a motion to approve the agreement with the changes. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Other

A. Discussion and Approval for Funding of Bicycle and Pedestrian Plan

Mayor Partin stated that City staff has been working with Central Midlands Council of Governments (COG) to develop a complete bicycle and pedestrian mobility plan for the City of Cayce. The City is working with West Columbia and Springdale to ensure that their community have a safe place to travel via bicycle. Ms. Vance stated that the COG has set aside planning funds and is willing to assist Cayce, Springdale and West Columbia with developing such a comprehensive plan. The City will need to provide matching funds in the amount of \$10,000 from the General Fund Fund Balance.

Council Member Jenkins made a motion to authorize the City Manager to use General Fund fund balance monies to provide \$10,000 in matching funds for the bicycle/pedestrian plan. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval for Funding of New Offices and Storage for Parks and Sanitation Departments

Ms. Vance stated that Council approval is needed to move forward with plans to construct a new "Pole" style building that will create storage space for equipment, special event materials and City records. The building will also provide office space, a break room and bathroom facilities for the Parks and Sanitation Departments.

Mr. Greenwood stated that over the past several years, the City has steadily been outgrowing its current facilities. Staff believes a viable option for satisfying some of those needs is to construct a "pole" style building near the City Garage. With the current design, this new building will resolve numerous issues the City currently has relating to storage. Specifically, all Christmas in Cayce, Congaree Bluegrass Festival and other special event materials will have a dedicated storage room. The Parks Department will be able to store and repair equipment in another room that will be

dedicated specifically to them. There will also be two climate controlled rooms specifically for the storage of the City Clerk's and Planning and Development's records.

Mr. Greenwood stated that in addition to the storage areas, the proposed building will serve as the new offices for the Directors of Parks and Sanitation. Currently they share a small office at City Hall. A break room and bathroom facilities are also included in the plans. These facilities include a shower that will provide better access for emergency washing when there is accidental exposure to waste or chemicals.

Mr. Greenwood stated that the initial estimates set the cost of this building anywhere from \$140,000-\$150,000. From experience with similar projects, staff believes it would be prudent to budget an additional \$15,000 to \$20,000 so that any unforeseen issues can be handled without having to place the project on hold. Because portions of the building are going to be used to store special events materials and equipment used to maintain the Riverwalk, Hospitality Tax Funds will be able to be utilized to pay for the appropriate portion of the building.

Council Member Corley asked where the proposed building was going to be located. Ms. Vance stated it would be behind City Hall where the City's Maintenance Garage is located. Council Member Jenkins asked if the requested amount included the project being turnkey. Mr. Greenwood stated it would be bid out as a turnkey project. Mr. Greenwood stated staff is currently working to reconfigure the building and to make changes to reduce the cost. He stated staff will also perform any work in-house that is possible throughout the process in order to reduce costs.

Mayor Partin thanked staff for their diligence regarding saving money but stated that she felt staff time would be better served working on their daily duties. She stated she did not want to overtax the City's employees with such a big project when contractors can be hired to do it. She stated that Council and staff know that a completely new City Hall is needed but it was decided to do minor renovations to save taxpayer dollars. She stated where it makes sense staff can use the City's electrician and Utility staff but stated it would be best to hire contractors to do the actual moving and other projects.

Council Member Carter stated that he agreed with Mayor Partin and Council Member Jenkins. He stated that the City would not save enough money by using the City's electrician to make it worthwhile. He asked if the plan was design build. Mr. Greenwood stated that the City's Building Official and the Manager of the City's Garage worked with a building systems company to create the design of the building. Council Member Carter asked Ms. Vance why the proposed building was not included in the current budget if it has been needed for the past few years. Ms. Vance stated that staff recently received the Audit Report detailing the City's fund balance and once she knew the City's General Fund balance amount she felt comfortable asking Council for the

money needed for the building. She explained that she knew an approximate amount for the fund balance but wanted a firm number before proceeding. Mr. Greenwood stated that the project became a priority once it was obvious that staff has outgrown the current municipal buildings. At this point, the City cannot hire any new personnel because there is not any additional room for more staff.

Council Member Carter stated that the City's employees currently have more work than they can get done and he agrees the best solution is to hire out the entire project. Ms. Vance stated that the Municipal Clerk was very concerned with how the City's Christmas decorations were being stored. They are currently stored in tractor trailers that do not have doors and often get damaged by the weather and animals. Ms. Vance stated that the Parks and Sanitation departments provide essential services to the citizens and need their own offices and facility to perform these services.

Council Member Jenkins made a motion to authorize the City Manager to utilize funds not to exceed \$170,000 from Fund Balance and Hospitality Tax funds to construct this multi-use building. Council Member Carter seconded the motion which was unanimously approved by roll call vote. Council Member Corley asked what the timeline was for having the building built. Mr. Greenwood stated that hopefully it can be completed in two months.

City Manager's Report

Ms. Vance stated that a flyer detailing the new Rental Registration Program was being placed on all resident's roll carts. She stated that the information was also on the City's website. She stated that anyone with rental property or vacant property should contact Layne West, the Director of Planning and Development, to register their property. She stated that staff also plans to send letters to everyone that owns residential rental property in the City. She explained that this program was implemented to assist with beautifying the City and increasing property values. Mr. West stated that everyone he had talked to was very supportive of the program.

Ms. Vance stated that the economic development consultant's market analysis for the City will be presented to Council at the second Council Meeting in February. She asked Council to email her five businesses that they would like to see locate in the City. She stated once the consultants have that information they can see if those businesses match up to the City's trade area demographics. Ms. Vance stated that staff is meeting with local realtors and developers on March 2, 2016 to discuss the market analysis data and update them on all the City's current projects.

Ms. Vance distributed the budget schedule for FY2016/2017 to Council. She stated that staff will present the draft Utility Fund budget to Council at the second Council Meeting in March.

Ms. Vance stated that staff recently received the denial letter from the City's insurance company for the Riverwalk and the Thomas Newman Boat Landing repairs. She stated the next step was to ask FEMA for full funding to repair both. She explained that the City has to hire an engineer to engineer the project and bid it out. Those bids will go to FEMA for their consideration. She explained that FEMA's funds are reimbursable so the City will have to expend the funds first then be reimbursed.

Ms. Vance stated that the Knox Abbott Drive/Charleston Highway improvements will be starting soon. She explained that Ms. Tara Greenwood will be contacted when there is a start date. At that point, staff will contact the City's neighborhood leader's with that information and use social media and the City's website to distribute the information. She stated that the Neighborhood Walmart plans to open by June 2016 so the intersection improvements will start in the near future.

Ms. Vance stated that she will be attending the City's neighborhood's monthly meetings to discuss the waterline replacement project and to answer any questions.

Committee Matters

A. Approval to Enter the Following Approved Committee Minutes into the City's Official Record

Council Member Corley made a motion to approve entering the following Committee minutes into the City's official record:

Cayce Housing Authority – August 18, 2015
Events Committee – November 12, 2015
Board of Zoning Appeals – December 21, 2015
Planning Commission – December 21, 2015

Council Member Almond seconded the motion which was unanimously approved by roll call vote.

B. Appointments and Reappointments

Mayor Partin stated there was one open position on the Museum Commission. Ms. Judy Corbitt has submitted a potential member application for this Commission. Council Member Jenkins made a motion to appoint Ms. Corbitt to the Museum Commission. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Mayor Partin updated the assembly on the City Committees and Foundations with open positions. They are listed below.

Accommodations Tax Committee – Three (3) Positions

These positions must be filled by someone in the restaurant or hotel industry in the City.

Beautification Board – Three (3) Positions

Consolidated Board of Appeals – One (1) Position

Members who serve on this Board must either be an Engineer, Contractor, Architect or Design Professional.

Events Committee – Two (2) Positions

Public Safety Foundation – Five (5) Positions

Council Comments

Mayor Partin stated that Mr. Jordan built an extra Little Free Library for the City to use wherever they see fit. She asked the assembly to let staff know of any suitable place within the City. She explained that a group would need to commit to maintaining the Little Free Library.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion and receipt of legal advice concerning proposed contractual arrangements for refinancing of utility debt
- C. Discussion of employment status of an employee

Council Member Jenkins made a motion to move into Executive Session. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Possible Actions by Council in follow up to Executive Session

Mayor Partin stated that no action was taken in Executive Session.

Adjourn

There being no further business, Council Member Carter made a motion to adjourn the meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:45 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk